## RED OAK PRIMARY SCHOOL

## Minutes of LGB Meeting 17th October 2018

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| Present: | Heather Madsen (HM) - HeadteacherPhilip O’Hear (POH) - Chair of GovernorsStuart Halsey (SH) (arrived late at item 10)Garry Newsome (GN)Jo Viner (JV) |  |
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| In attendance: | Ali Mansfield (Governor Services Clerk) |



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| **1** | **APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE** |  |
| 1.1 | Apologies received from T McAneany. Stuart Halsey sent apologies in advance for late arrival. |  |
| 1.2 | Governors consented to late arrival of SH. |  |
| **2** | **PECUNIARY AND OTHER INTERESTS** |  |
| 2.1 | Governors must sign ALT version of the Business Interest Form, school office will email to governors. | **School** |
| 2.2 | Governors noted the requirement to update the register of pecuniary interests and to publish it on the academy’s website. |  |
| **3** | **CHAIR’S ACTION / UPDATE** |  |
|  | No chair’s action has been required. |  |
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| **4** | **ELECTION OF CHAIR AND VICE CHAIR FOR 2018/19** |  |
| 4.1 | Philip O’Hear has been appointed as Chair of Governors |  |
| 4.2 | Garry Newsome was elected as Vice Chair of Governors |  |
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| **5** | **LOCAL GOVERNING BODY MEMBERSHIP** |  |
| 5.1 | Governors noted the resignation of Bryan Hall and Joanna Clayton.Susan Lyon’s term of office has come to an end.Jo Viner has been appointed as a Trust governor, term of office commenced 31.08.18. |  |
| 5.2 | There is one parent governor vacancy and one query (see 1.1). The school will advertise the vacancy and HM will approach potential candidates.Staff governors are no longer a mandatory category. Instead staff will be invited to meetings as appropriate but will have no voting rights. | **School****HM** |
| 5.3 | Following a restructure of governance by ALT all governors’ terms of office are reset as starting 01.09.18. |  |
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| **6** | **MINUTES** |  |
| 6.1 | The minutes of the meeting held on 4th July 2018 having previously been circulated, were **confirmed** and signed by the Chair. |  |
| 6.2 | There were no matters arising not covered elsewhere on the agenda. |  |
| **7** | **GOVERNORS’ CODE OF CONDUCT**  |  |
|  | The ALT Code of Conduct is in place. |  |
| **8** | **WEBSITE UPDATE**  |  |
|  | Governor details have been updated.A full review of statutory compliance was completed at the beginning of term, all updates have been actioned. |  |
| **9** | **GIAS (Get Information About Schools)** |  |
|  | HM to ensure that details on GIAS website are updated. | **HM** |
| **10** | **ACADEMY IMPROVEMENT** |  |
| 10.1 | **Headteacher’s report**  |  |
|  | The report having been circulated in advance of the meeting, HM highlighted a number of items and invited questions from governors.  |  |
|  | **EYFS**Nursery numbers for September are lower than in previous years so only morning sessions will be run for the autumn term. Staff will support Year 1 in the afternoons. Year 1 are a low achieving cohort with only 59% reaching GLD at the end of Reception. There are a number of high end SEND pupils and a high incidence of speech and language difficulties.POH: Year 1 is a year group we need to be aware of as they move up the school.JV: Where were they on the baseline?HM: Baseline was low, progress was good. 100% achieved Prime Areas. There is additional support in this year group. |  |
|  | **Behaviour**Last year there were 8 Anti-Bullying Ambassadors. This year the number of roles was increased to 16 and these have been appointed on a job application system. There were 61 applicants for the 16 places. Mental Health Ambassadors were appointed on the same basis, 53 applications for 16 places.POH:How did you deal with the unsuccessful candidates?HM:They were given feedback and advice on how to improve their application for next time. |  |
|  | **Premises/H&S**Work has started on the playgrounds at the back of the school. Works should be completed by half term but in the meantime are taking a lot of HT time.POH has recently toured the grounds. He commented that it was fantastic to see all the space being used properly, including an impressive use of the track, which was impacting on the health of the pupils. The state of the buildings should be a source of great pride to the school.The recent ALT day for SLT members included 3 hours of Health & Safety training, emphasising the responsibility of the HT regarding H&S. |  |
|  | **SEND**Changes to the High Tariff Needs paperwork proved very time consuming, but this has now been completed for 9 children. |  |
|  | **Quality of teaching/monitoring**A review of the school took place yesterday by Liz Tennant (Leadership Advisor, ALT) and David Hilton (Director of Standards, ALT). The school is currently rated ‘challenge 3’ by the trust, meaning of least concern, and therefore receiving less visits. HM asked the trust to check that the school is on track to sustain its ‘good’ judgement and move to ‘outstanding’. The team carried out lesson observations and chose children to talk to. They also carried out an extensive book scrutiny and reviewed the data. They confirmed that the school continues to be in a strong position and agreed with the targets in the SDP. Behaviour, learning environment and ethos are outstanding. A full report will follow.POH told governors that HM has done a lot of leadership development work across the trust and feedback has been very complimentary. |  |
|  | **Data**KS2 outcomes are extremely strong, progress is above national across the board. 67% achieved ARE in all subjects (64% National). KS1 outcomes were lower than expected. A significant number of children had difficulties with writing due to communication issues. There were several changes to the cohort with Higher Attainers moving away and LA/SEN pupils joining. However, pupils made on average 5.5 points progress (expected is 5). HM acknowledged that the quality of teaching had been varied and this had been addressed. There is additional support for this year group in Year 3. Two children are on dual placements this year.JV: Have the children been tracked from EY?HM: Yes. The Year 2 teachers felt that they had been over assessed, but that is not the case as assessments were moderated. Strong conversations took place with the Year 2 teachers regarding expectations.Transition meetings took place in July at a whole staff meeting where the needs/barriers/strategies/resources for each child were discussed. Teachers looked at work together to confirm assessments.The school currently sets targets based on FFT 50 targets as required by the trust, but are aiming higher for this year’s Year 6. |  |
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| 10.2 | **School Development Plan** |  |
|  | Focus on writing including ‘Speak to write, Write to Speak’, encouraging use of Standard English and writing for a variety of purposes. |  |
| 10.3 | **Report on results**  |  |
|  | Covered in HT Report. |  |
| 10.4 | **Pupil Premium and Primary Sports premium** |  |
|  | There are very few gaps between PP pupils and their non PP peers. Early interventions are put in place for any child who is falling behind.PP children in Year 2 did not achieve as well are their non PP peers.At the end of KS2 the average points score for PP children in Reading and Maths was 105, score for non PP peers was 104, 13% of PP children achieved GD in Reading and Maths, against 5% of non PP.There are only minor variations in the outcomes for different groups.Full report of spending and impact is on the website. |  |
|  | JV: What was the intended impact of the LGBT training for staff?HM: The training was delivered by Claire Birkinshaw, the first transgender HT in the UK. We have a number of children struggling with their identity, gender or sexuality in school and this has an impact on their health and wellbeing as well as their outcomes. We wanted to think carefully about how staff deal with this appropriately. The training gave us a number of things to consider as a whole staff, particularly how to use language more carefully. SRE sessions will take place earlier in the academic year and will cover different types of relationships, not just heterosexual couples.SH: £600 was raised for work around mental health. What was it used for?HM: Resources for a variety of needs. We held a breakfast for parents to see how the money was spent, the resources purchased were shown to the parents. These included figures of all members of families, ethnic groups and ailments or disabilities. There were also many sensory objects purchased for calming pupils. |  |
|  | There is evidence of the impact of PE on the whole curriculum. The school has achieved the Gold Sports Mark award for 4 years in a row.Full report of spending and impact is on the website. |  |
|  | SH will continue as governor for PP and SP. |  |
| 10.5 | **Performance management**  |  |
|  | All but one PM reviews have taken place. Everyone has met their targets, and so will receive a 1 point increment. One member of staff has been awarded 2 points for exceptional whole school impact. There were no applications from UPS teachers to move up a point. HM will bring anonymised spreadsheet to next Finance & Personnel Working Group meeting. |  |
| 10.6 | **Governor Headlines and The Knowledge**  |  |
|  | Not discussed. |  |
| 10.7 | **Governing Body Self-Review** |  |
|  | Last self-review was carried out two years ago. Another review will take place later this year. |  |
| 10.8 | **Equalities Objectives** |  |
|  | Not discussed. |  |
| **11** | **Budget Items - report from Finance & Premises Working Group** |  |
|  | Healthy anticipated carry forward of £1020790. Future spending plans in place.HT to consider whether an increase in admin staff is required.Premises priorities are 3 new classrooms and improvements to the Sports Hall. |  |
| **12** | **POLICIES** |  |
|  | ALT policies are in place. The Safeguarding and ICT Use policies have been recently updated. HM will send a list and governors may request any to read. | **HM** |
|  | ***Procedures for Photographs in School:*** This has been reviewed with reference to advice from Suffolk and the new GDPR regulations. Parents’ requests are paramount, and it is the HT’s responsibility to ensure that these are adhered to. The consent form is very detailed and specific. However, the procedures make clear that the school cannot be responsible for the behaviour of other parents. |  |
| **13** | **SAFEGUARDING AND HEALTH AND SAFETY** |  |
| 13.1 | All governors to follow the link on the agenda to read and understand the relevant sections of the updated Keeping Children Safe in Education (KCSiE) 2018. | **All** |
| 13.2 | Prevent training also circulated, all governors to complete. | **All** |
| 13.3 | JV has been appointed Safeguarding Governor. She will investigate possible training for ALT governors. | **JV** |
| **14** | **GDPR**  |  |
|  | Caroline Driver is the Compliance Officer for the trust. Governors have a local monitoring role.JV: Have you reported any breaches?HM: Yes. An external provider. There are robust procedures in place in school and staff have been updated re expectations. |  |
| **15** | **REPORTS FROM THE TRUST BOARD** |  |
|  | None. |  |
| **16** | **WORKING PARTIES** |  |
|  | Dates to be set for this year, HM to produce draft plan.A further LGB meeting will take place later this term. | **HM** |
| **17** | **GOVERNOR MONITORING, TRAINING & DEVELOPMENT** |  |
|  | JV carried out a Safeguarding visit to complete the Safeguarding Audit. She gave governors a verbal update:HM is the Safeguarding Lead in school, Mrs Warne, Miss Richardson and Mrs Leeming are the Deputy Safeguarding Leads.There is a very positive safeguarding ethos which is a strength of the school. The SCR is monitored regularly by the HT; regular training takes place; the HT and Chair of Governors are Safer Recruitment trained; all staff have signed KCSiE; files are well organised and cross checked. JV highlighted points to take forward:1. There was one reference with no finish date.
2. The ‘My Concern’ software introduced by ALT has not yet been fully rolled out.
3. The Children Missing in Education section of the Attendance Policy states that the school reports to Suffolk after 10 missed sessions whereas in fact if this were a vulnerable child the school would alert the LA sooner. Policy should be adjusted to reflect the higher standards.

JV will provide a report for the folder.In response to point 1, HM pointed out that the person was still employed at the place of employment as noted on the front of the form. | **JV** |
| **18** | **EDUCATIONAL VISITS**  |  |
|  | Risk Assessments for educational visits are monitored by the Health & Safety Working Group. |  |
|  | KS2 are going to the Marina Theatre to see Peter Pan for Christmas.KS1 and Early Years will enjoy a performance from a visiting entertainer in school. |  |
| **19** | **ANY OTHER BUSINESS**  |  |
|  | None.. |  |
| **20** | **DATES OF FUTURE MEETINGS**  |  |
|  | 13th February 2019, 4pm |  |

The meeting closed at 8.30pm.

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| Signed |  |
| Date |  |